## I. COURT PLANS AND STUDIES.

- Hurricane Preparedness and Recovery Procedure. Brevard County Judicial Policies and Procedures, SC-13. Last Revision: March 6, 2002.
  - www.clerk.co.brevard.fl.us/ctadmin/documents/Hurricane%20Preparedness%20Procedure.doc
- Indiana. Division of State Court Administration. Information Management Section. *Disaster Prevention and Recovery Plan for Indiana Trial Courts and Clerks*. [Indianapolis, IN]: Indiana Supreme Court, Division of State Court Administration, Information Management Section, 1993.
- Office of Court Administration, Computer Resources. *Disaster Recovery Plan*. [Austin, TX]: Office of Court Administration, 1991.
- Records Subcommittee of the Work Group on Emergency Preparedness. *Emergency Preparedness Survey*. Survey is available in WordPerfect, Word, and Acrobat formats, at <a href="http://www.flcourts.org/osca/divisions/emergency/index3.html">http://www.flcourts.org/osca/divisions/emergency/index3.html</a>
- Report of the Disaster Planning and Recovery Team. Phase 1: Administrative Office of the Courts. San Francisco, CA: Judicial Council of Courts, 1985.
- Supreme Court of Florida. Administrative Order No. AOSC01-54. *In re: Work Group on Emergency Preparedness*. November 8, 2001.
- Texas. Court of Appeals (9<sup>th</sup>). *Disaster Recovery Plan, Ninth Court of Appeals: Computer Resources*. [Beaumont, TX]: The Court, 1996.

# II. DISASTER PLANNING FOR COURTS: ARTICLES AND BOOKS.

- Birkland, Thomas A. "Disasters and the Courts' Agenda." 37 *Judges Journal* 6 (Fall 1998). Available at http://www.abanet.org/jd/birkland.pdf
- Boyum, Keith O. "Understanding Disasters and Other Impacts on Courts: Overview, Comparisons, and Propositions." 37 *Judges Journal* 12 (Fall 1998). Available at <a href="http://www.abanet.org/jd/birkland.pdf">http://www.abanet.org/jd/birkland.pdf</a>
- Disaster Recovery Planning for Courts: A Guide to Business Continuity Planning. Williamsburg, VA: National Association for Court Management, 2000.
- "Emergency Preparedness in the Judiciary." 33 *The Third Branch* (November 2001). http://www.uscourts.gov/ttb/nov01ttb/emergency.html
- Pedeliski, Theodore B. "A Case of Judicial Restoration: A Court System Responds to and Recovers from the Red River Flood of 1997." 37 *Judges Journal* 17 (Fall 1998). Available at <a href="http://www.abanet.org/jd/pedeliski.pdf">http://www.abanet.org/jd/pedeliski.pdf</a>
- Perrotta, Tom. "Courts Go Wireless to Restore Networks." *New York Law Journal* (September 24, 2001). http://www6.law.com/lawcom/displayid.cfm?statename=NY&docnum=87347&table=news&flag=full
- Salokar, Rebecca Mae. "After the Winds: Hurricane Andrew's Impact on Judicial Institutions in South Florida." 37 *Judges Journal* 26 (Fall 1998). Available at http://www.abanet.org/jd/salokar.pdf

- Shahidi, Celeste M. *Disaster Planning, Response and Recovery for Federal Courts*. CEDP papers series. [Williamsburg, VA: National Center for State Courts], 1996.
- Wasby, Stephen L. "Disruption, Dislocation, Discretion, and Dependence: The Ninth Circuit Court of Appeals and the Loma Prieta Earthquake." 37 *Judges Journal* 33 (Fall 1998). Available at <a href="http://www.abanet.org/jd/wasby.pdf">http://www.abanet.org/jd/wasby.pdf</a>
- Wasby, Stephen L. "The Effect of Disasters on Courts: An Introduction." 37 *Judges Journal* 4 (Fall 1998). Available at <a href="http://www.abanet.org/jd/intro.pdf">http://www.abanet.org/jd/intro.pdf</a>
- Wise, Daniel. "Courts Struggle to Deal With Disaster's Impact." New York Law Journal (September 13, 2001). http://www6.law.com/lawcom/displayed.cfm?statename=NY&docnum=85814&table=news&flag=full

## III. SAMPLE GOVERNMENT AGENCY PLANS, STUDIES & CHECKLISTS.

- Domestic Terrorism: Resources for Local Governments. Washington, DC: National League of Cities, 2000. <a href="http://www.nlc.org/nlc\_org/site/files/reports/terrorism.pdf">http://www.nlc.org/nlc\_org/site/files/reports/terrorism.pdf</a>
- Jones, Radford W. et al. Critical Incident Protocol A Public and Private Partnership. [East Lansing, MI]: Michigan State University, School of Criminal Justice, 2000. <a href="http://www.ojp.usdoj.gov/odp/docs/cip.pdf">http://www.ojp.usdoj.gov/odp/docs/cip.pdf</a>
- National Emergency Management Association. *NEMA/CSG Report on State Emergency Management Funding & Structures*. [United States]: National Emergency Management Association: Centers for Environment and Safety, Council of State Governments, 1996.
- Michigan Department of State Police. *Site Emergency Planning Workbook: A Workbook for Developing a Site Emergency Plan.* East Lansing, MI: Michigan Department of State Police, 1995. http://www.msp.state.mi.us/division/emd/602pt1-2 april2000.pdf
- Michigan State Police, Emergency Management Division. *Local Emergency Management Standards*. East Lansing, MI: Michigan State Police, Emergency Management Division, 1998. <a href="http://www.msp.state.mi.us/division/emd/206.pdf">http://www.msp.state.mi.us/division/emd/206.pdf</a>
- Performance Audit, Emergency Response Commission and Department of Emergency and Military Affairs: Report to the Arizona Legislature. Phoenix, AZ: State of Arizona, Office of the Auditor General, 1997.
- Superior Court of California, County of Monterey. "Office of Emergency Services." *1999 Monterey County Civil Grand Jury Final Report.* January 3, 2000. http://www.co.monterey.ca.us/court/grand\_jury\_report\_1999/index.html

### IV. SAMPLE BUSINESS PLANS AND CHECKLISTS.

- Disaster Preparedness/Disaster Recovery Plan. Lawnet, Inc., January 2001. www.abanet.org/periodicals/disaster index.html
- MIT Business Continuity Plan. Cambridge, MA: Massachusetts Institute of Technology, 1995. http://web.mit.edu/security/www/pubplan.htm

- Rose, Suzanne. *Disaster Recovery: Steps to Take in Recovery Effort*. Nashville, TN: Tennessee Bar Association, c1999. <a href="http://www.tba.org/tnbarms/disaster.html">http://www.tba.org/tnbarms/disaster.html</a>; also available at <a href="http://www.abanet.org/barserv/disaster/disaster-recovery-checklist.doc">www.abanet.org/barserv/disaster/disaster-recovery-checklist.doc</a>
- Wahle, Thomas and Gregg Beatty. Emergency Management Guide for Business & Industry: A Step-by-Step Approach to Emergency Planning, Response and Recovery for Companies of All Sizes. Washington, DC: Federal Emergency Management Agency, 1993. <a href="http://www.fema.gov/library/bizindst.pdf">http://www.fema.gov/library/bizindst.pdf</a>; <a href="http://www.fema.gov/library/bizindex.htm">http://www.fema.gov/library/bizindex.htm</a>

#### V. GENERAL MATERIALS.

- Bell, Judy Kay. *Disaster Survival Planning: A Practical Guide for Businesses*. Rev. ed. Port Hueneme, CA: Disaster Survival Planning, 2000.
- Borgos, Susan H. "Disaster Prevention and Recovery." 26 Colorado Lawyer 81 (July 1997).
- Cappelletti, Christina. *Designing and Implementing a Disaster Recovery Plan*. [Bethesda, MD]: The SANS Institute, 2001. http://rr.sans.org/start/recovery\_plan.php
- Caruso, Domenic J. "Planning for Disaster." Philadelphia Lawyer 24 (Summer 1992).
- Coble, Terry A. "Disaster Assistance Guide for Legal Services Practitioners." 29 *Clearinghouse Review* 3 (May 1995).
- Copelan, John J. Jr. and Steven A. Lamb. "Disaster Law and Hurricane Andrew Government Lawyers Leading the Way to Recovery." 27 *The Urban Lawyer* 29 (Winter 1995).
- "Coping With Disaster Disaster Planning: Symposium." 27 Urban Lawyer 3 (Winter 1995).
- Devlin, Edward S. Business Resumption Planning. Boca Raton, FL; London: Auerbach, 1999.
- Disaster Preparedness/Disaster Recovery. [Austin, TX]: LawNet, Inc., 2001. http://www.peertopeer.org/PDF/DisasterRecovery.pdf
- Duitch, Dennis and Terri Oppelt. "Disaster and Contingency Planning: A Practical Approach." 23 *Law Practice Management* 36 (January-February 1997).
- Edwards, Bruce and John Cooper. "Testing the Disaster Recovery Plan." 3 *Information Management & Computer Security* 21 (1995).
- Elliott, Dominic, Ethné Swartz and Brahim Herbane. *Business Continuity Management: A Crisis Management Approach*. New York: Routledge, 2001.
- Hiles, Andrew and Peter Barnes. *The Definitive Handbook of Business Continuity Management*. New York: Wiley, 1999.
- Girard, John. *Disaster Management Plan for Remote Access*. Tactical Guidelines, TG-14-5458. Research Note. [Stamford, CT]: Gartner, Inc., 2001.

- Gustin, Joseph F. *Disaster & Recovery Planning: A Guide for Facility Managers*. 2nd ed. Lilburn, GA: Fairmont Press; Upper Saddle River, NJ: Prentice Hall PTR, c2002.
- Jones, Virginia A. and Kris E. Keyes. *Emergency Management For Records & Information Programs*. Prairie Village, KS: ARMA International, 1997.
- Luevano, Fred. *How E-Business Is Changing Business Continuity Programs*. Best Practices & Case Studies, Note QA-13-8626. [Stamford, CT]: Gartner, Inc., 2001.
- Miller, Bill. "CEOs Plan Network to Link Them In Attack: Nationwide System To Speed Response." *Washington Post* E01 (Wednesday, March 13, 2002). http://www.washingtonpost.com/wp-dyn/articles/A16827-2002Mar12.html
- Mingay, Simon. *Sourcing Recovery and Continuity Services*. Decision Framework, DF-13-5293. Research Note. [Stamford, CT]: Gartner, Inc., 2001.
- Mitome, Yuko, Karen D. Speer and Billie Swift. "Embracing Disaster with Contingency Planning: Contingency Planning Allows a Business to Continue with its Most Important Operations in Spite of an Event, Such as an Earthquake, That Makes Business as Usual Impossible." 48 *Risk Management* 18 (May 2001).
- Moerdler, Mark L. "Working with Disaster Recovery Specialists." 35 Law Office Economics and Management 457 (Winter 1995).
- Morello, Diane Tunick. *Anticipate Diverse Emotional Reactions in Wake of Attacks*. Strategy & Tactics/Trends & Direction, Note COM-14-5340. [Stamford, CT]: Gartner, Inc., 2001.
- Muth, Timothy R. "Electronic Disaster Planning for Law Firms." 70 Wisconsin Lawyer 25 (December 1997).
- Myers, Kenneth N. Manager's Guide to Contingency Planning for Disasters: Protecting Vital Facilities and Critical Operations. New York: J. Wiley & Sons, 1999.
- Noakes-Frye, Kristen and Trude Diamond. *Business Continuity and Disaster Recovery Planning and Management: Perspective*. Technology Overview, DPRO-100862. [Stamford, CT]: Gartner, Inc., 2001.
- Nowadzky, Roger A. "Lawyering Your Municipality Through a Natural Disaster or Emergency." 27 *The Urban Lawyer* 9 (Winter 1995).
- Open for Business: A Disaster Planning Toolkit for the Small Business Owner. [Boston, MA]: Institute for Business & Home Safety; [Washington, DC]: U.S. Small Business Administration, c1999. http://www.ibhs.org./docs/openforbusiness.pdf
- Payne, Christopher F. "Contingency Plan Exercises." 8 Disaster Prevention and Management 111 (1999).
- Reeve, John T. "Audit of Emergency Preparedness." 48 Internal Auditor 41 (April 1992).
- Rolfe, John and Danny Saunders. Simulation and Games for Emergency and Crisis Management. London: Kogan Page, 1998.
- Rosenthal, Paul H. and Gene Sheiniuk. "Business Resumption Planning: Exercising the Disaster Management Team." 44 *Journal of Systems Management* 12 (June 1993).

Schreider, Tari. White Paper: The Legal Issues of Disaster Recovery Planning. *Disaster Recovery Journal* (April, May, June 1996). <a href="http://www.drj.com/new2dr/model/schr.htm">http://www.drj.com/new2dr/model/schr.htm</a>

Smearman, Tracy L. "Is Your Data Really Secure." *Counselor's Computer & Management Report*. http://abanet.org/1pm2/newsletters/ccmr/W97Mearma.html

Toigo, Jon William. *Disaster Recovery Planning: For Computers and Communication Resources*. New York: John Wiley, c1996.

Vijayan, Jaikumar. "Gartner: Include Remote Access in Disaster Planning." 35 *Computerworld* 6 (November 5, 2001).

Witty, Roberta and Donna Scott. *Disaster Recovery Plans and Systems Are Essential*. Gartner FirstTake, FT-14-5021. [Stamford, CT]: Gartner, Inc., 2001.

Witty, Roberta. *Integrating BCP Into the IT Project Life Cycle*. Tutorials, TU-13-8386. Research Note. [Stamford, CT]: Gartner, Inc., 2001.

## VI. WWW RESOURCES.

Association of Legal Administrators http://www.alanet.org/periodicals/disaster\_index.html

CNS Web Page: Disaster Recovery Planning [University of Toronto] <a href="http://www.utoronto.ca/security/drp.htm">http://www.utoronto.ca/security/drp.htm</a>

Contingency Planning & Management Online http://contingencyplanning.com/

Contingency Planning World: Disaster Recovery Books & Materials www.business-continuity-world.com/books.htm

Disaster Preparedness and Response [Conservation Online, a project of the Preservation Department of Stanford University Libraries]

http://palimpsest.stanford.edu/bytopic/disasters/

Disaster Recovery Journal's Homepage http://www.drj.com/

Disaster Resources Homepage [University of Illinois Extension] http://www.ag.uiuc.edu/%7Edisaster/index.html

DRI International - Business Continuity / Disaster Recovery Education & Certification <a href="http://www.drii.org/">http://www.drii.org/</a>

Extension Disaster Education Network (EDEN) http://www.agctr.lsu.edu/eden/

Federal Emergency Management Agency

http://www.fema.gov/

globalcontinuity.com [registration required] <a href="http://www.globalcontinuity.com/">http://www.globalcontinuity.com/</a>

Law Firm Crisis Management Resources: A Bibliography [American Bar Association] www.abanet.org/barserv/disaster/disasterbiblio.html

National Emergency Management Association (NEMA) <a href="http://www.nemaweb.org/index.cfm">http://www.nemaweb.org/index.cfm</a>

NCSC Court Security Summit [National Center for State Courts] <a href="http://www.courtsecurity.org/">http://www.courtsecurity.org/</a>

Office of Justice Programs, Terrorism and Domestic Preparedness <a href="http://www.ojp.usdoj.gov/terrorism/whats">http://www.ojp.usdoj.gov/terrorism/whats</a> new.htm